**Proposal Development**

Each group will develop a PowerPoint presentation to present to the UMS panel for their proposal. Each person in the group is responsible for a portion of the presentation –both creating and presenting it. Each group will also have a handout for the panel outlining their project proposal.

Each role listed below is a part of the proposal that must be complete. All portions must be present to have a complete proposal for the UMS panel. Each person in the group must pick one role. You are responsible for getting the information in that role and creating that portion of the proposal. It is a good idea to have a backup for each role also. This will ensure this portion of the proposal gets finished.

* Open/close
  + Group leader
  + Must know everything to cover everyone else
  + Creates handout that overviews the proposal
  + In charge of making sure all pieces are complete
* Budget
  + Financial Representative
  + In charge of finding the prices of plants and materials
  + Must make sure everything is within budget
  + Must make sure budget is balanced
* Wants and needs
  + Salesman
  + In charge of making sure the group meets the wants and needs of the client
  + Must address these in proposal
* Timeline
  + Organizer
  + In charge of creating a timeline for all work done
  + Must make it in line school calendar
  + Must make sure everything can be completed on time and within the school year
  + Must make sure the timeline is feasible
* Visuals
  + Artist
  + In charge of finding pictures of all plants and materials used
  + In charge of drawing design to show layout

**Grading**

Each person will be graded individually on his/her portion of the proposal. The grade will be based on accuracy, information presented, clarity, work ethic, and completeness. See the individual grading rubric for more information.

The peers in the group will also grade each person. Again, the grade will be based on work ethic and completeness, but will also include ability to work with other members, ability to complete work according to the timeline, desire to work with other members, and overall input in the project. See the peer grade card for more information.

The group will receive an overall grade from the UMS panel when you present your proposals on April 4. This grade will be the same grade for all members and will be based on the budget, timeline, visuals, wants and needs of the client, clarity and organization, ability to answer questions, and professionalism. See the Proposal Evaluation for more information.